

OFFICIAL USE ONLY

Executive Registry

82-13181

22 November 1982

MEMORANDUM FOR THE RECORD

SUBJECT: DCI on PARs

1. I conveyed to the Director the results of the recent ExCom discussion on the PAR. He accepted the suggestion that we neither revise the form again nor abolish the numerical ratings, but rather, that we address proper implementation of the system and redo other regulations that tend to escalate the numeric ratings.

2. I said that I would see to the revision of those regulations or notices requiring a numeric rating of 6 or 7 for eligibility for rank stipends, bonuses, QSI's, Senior Service School nominations, and the like. I also said that promotion panels would be instructed to monitor the system and to flag consistently high raters, for possible line management action. The Director agreed.

3. To ensure that all employees would have sufficient advance warning, he suggested that a notice go out to everyone, informing them of the specific steps underway and the reasons for them, before implementing the de-escalation.



Executive Director

25X1

cc: ExCom Members

IG

GC

Comptroller

D/OP

1 - PAR



OFFICIAL USE ONLY

D/Pers

- 4958

## ROUTING AND RECORD SHEET

Fri, 26 Mar 1982

SUBJECT: (Optional)

Performance Appraisal Report (PAR) and Advance Work Plan (AWP)

FROM:

Policy and Programs Staff/OP  
1006 Ames

EXTENSION

NO.

DATE

10 March 1982

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS  
1006 Ames

3/11

3/11

i

2.

3. DD/OP/PAGE  
1006 Ames

10 MAR 1982

B

4.

5. EA/D/OP  
5E58 Hqs

1006

P

6.

7.

DD/OP

C

8.

9.

D/OP

15 MAR 1982

Just to be sure,  
before we go to  
printing, I suggest  
we put this before  
the PMAIS. Let's  
agree!

B

12.

13.

14.

RT- yes R

15.

Attached for your review and approval are copies of proofs of the proposed revisions to the PAR package. Each form was simplified and the verbage reduced to the minimum believed necessary. The AWP (45w) is virtually the same as that shown to the DDCI as an exhibit. The PAR itself is void of unnecessary embellishment. All directions for completing the PAR are contained in form 45i. You may note that preparers are admonished not to complete the PAR without referring to the directions (See upper right corner of PAR form). Please note also that specific reference is made on the 45i to ILLEGIB Agency regulations. It is believed preferable to limit the information provided in the directions to that required to complete the PAR form. Other important information about performance appraisal is to be found in the regulations. (We point out to preparers that the directions do not contain all one needs to know about performance appraisal.)

Your expeditious approval of these forms is appreciated as current planning envisions their being made available to employees o/a 1 April.

STAT

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Next 5 Page(s) In Document Denied